

# **MABLE USER MANUAL**

**October, 2010**



**[opi.mt.gov](http://opi.mt.gov)**

Montana  
**Office of Public Instruction**  
Denise Juneau, State Superintendent

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## Setting up an account and changing your password

If you will be doing data entry in MABLE as a site administrator, the state administrator will set up your account, assigning you a user name and giving you rights to specific sites. MABLE will generate a password for you to use for logging in the first time. The assigned password is not user friendly; you should copy and paste it rather than trying to type it in the first time you log in. You will want to change that password as soon as you log in. Choose Change Password from the Help menu.

The screenshot shows the MABLE web application interface. At the top, there is a navigation bar with tabs: Summary, Student, Administration, Reports, Help, and Logout. The 'Help' tab is selected, and a dropdown menu is open, showing 'Useful Forms and General Information' and 'Change Password'. Below the navigation bar, there is a 'Sites:' dropdown menu with 'Anaconda' selected. Below that, there is a 'State Director Messages:' section. The main content area is titled 'Name: siteadmin' and 'Change Your Password'. It contains three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. Below these fields is a blue button labeled 'Change Password'. At the bottom, there is a note: 'The new password must have a minimum of 8 characters using a combination of uppercase and lowercase letters, and numbers'.

Paste the password you received into the Old Password field and then type in your new password twice. Click Change Password.

Because you are logging into a state network, you will be forced to change your password every 60 days. On login, you will be directed to the above screen where you will make the change. Once the password has been changed successfully, you will be allowed to Continue into MABLE.

You can change your password more often if you like by returning to Help>Change Password. If you suspect your password has been compromised, you should change it immediately.

**\*\*\*Remember that MABLE contains confidential student information, and you are required to treat it responsibly. For example: don't write your password on a piece of paper and 'hide' it somewhere on your desk. When you step away from your computer, you should lock the screen so no one can access it in your absence.**

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## Setting up Instructor Accounts

The site administrators will set up accounts for instructors at their sites. The method for assigning and changing passwords is the same for all accounts. Choose Administration>Update User Information to edit or create an instructor account. Use the Filter to search for an existing user or click Add New User to create a new account.

Sites:

Filter By Name:

Name	Assign Roles And Sites	Update User Info	Send New Password
carolsiteadmin	<input type="button" value="Assign"/>	<input type="button" value="Update"/>	<input type="button" value="Send Password"/>
cindie	<input type="button" value="Assign"/>	<input type="button" value="Update"/>	<input type="button" value="Send Password"/>
cindiesite	<input type="button" value="Assign"/>	<input type="button" value="Update"/>	<input type="button" value="Send Password"/>
CP8056	<input type="button" value="Assign"/>	<input type="button" value="Update"/>	<input type="button" value="Send Password"/>
CP8161	<input type="button" value="Assign"/>	<input type="button" value="Update"/>	<input type="button" value="Send Password"/>
LynnetteGeske	<input type="button" value="Assign"/>	<input type="button" value="Update"/>	<input type="button" value="Send Password"/>
SiteAdmin	<input type="button" value="Assign"/>	<input type="button" value="Update"/>	<input type="button" value="Send Password"/>

Login Name:

E-mail:

☐ Account Locked

- Enter the user name and email address for the instructor and Save.
- This creates an account for the instructor but does not give him/her rights to your site.
- Once the account is created, you will need to assign the instructor to the appropriate site(s).
- If you have a main site and multiple satellites, you might prefer that the instructors at each satellite see only student records from that site.
- For instructors who travel to multiple sites, you would want to assign rights to all those satellites.
- Be sure to scroll to the bottom of the page and click Save once you have assigned the instructor to the appropriate sites.

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## Class Maintenance

Attendance is collected by Class, so you need to create a record for each class offered at your site. In addition to the classes you set up, MABLE creates default classes for Assessment, Goal-setting and Intake. Programs that have been set up for distance learning will also have all of the distance learning classes in their lists.

Each class has a Code, Title, Instructor, Start Date, and if applicable an End Date.

To edit an existing class or create a new class choose Administration>Class Maintenance.

Sites: Bozeman CEM

Search By:

Code:  Search Code Title:  Search Title

Code	Title	Instructor	Start Date	End Date	
PEPTALK	Personalized Employment Plan		1/2/2008		
CEM B ESOL	Beginning ESOL	Tom Scanlin	9/13/2007	5/29/2008	Edit Delete
CEM InESOL	Intermed ESOL	Karen Savage	9/13/2007	5/29/2008	Edit Delete
GED02	CEM GED	Jill Krauss	8/14/2007	7/30/2008	Edit Delete
ASSESS	Assessment		7/1/2007		
GOALS	Goal-setting/Counseling		7/1/2007		
INTAKE	Intake		7/1/2007		

Add Class

- To Edit or Delete a class, choose the appropriate button.
  - You will not be allowed to delete a class if there are attendance hours in that class.
- Click on Add Class
  - Before creating a new class, you can use the Search feature to determine whether the class already exists. This is particularly helpful if you have many pages of classes.

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## Add a Class (Continued)

**Code:**  **Title:**

**Start Date :**  **End Date:**

**Instructor:**

☐ Carol Stoltz ☐ Mary Setera ☐ Nancy Reynolds ☐ Shelley Freese  
☐ Jen Kocher ☐ Melinda Lynnes ☐ Shella Zelenz

**Comments:**

**Save** **Cancel**

- Code is required
- Title is optional, but is generally a more thorough description of the class
- Choose the start date for the class

\*\*\*New for this year: Starting in the 2010-2011 program year, we would like to gather data on student attendance at the instructor level. MABLE already collects data at the class level, so the remaining step would be to assign each class to a specific teacher. Select the name of the instructor who will be teaching the class. If you currently have more than one instructor assigned to a class, you will need to create a new class for each instructor. For example: If you have had instructors Smith, Jones and Allen teaching Math, you will need to create 3 Math classes and assign one instructor to each class. You can name each class uniquely or just call them all Math. Whenever MABLE displays the class names in a list, the instructor name assigned to each class is included for your convenience. \*\*\*

- One instructor must be assigned to each class.
  - The class lists on the attendance pages will now display the class name and the name of the instructor assigned to that class.
- The Comment field is optional and was included for your benefit, in case you want to include additional notes about a class. Include any comments that will be useful for you.
- Click Save

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## Personnel Maintenance

It is necessary to create records for all personnel at the site. This information is reported on NRS Table 7.

As with entering students and creating users, adding personnel records is a two-step process. First you create a record for the person, and then you assign the person a role and location. Each assignment will have a start date. The end date will be blank until the person leaves that assignment.

Choose Administration>Personnel Maintenance

Sites:  ☒ Show only personnel for the selected site

Search:   (To search by last name put % in front of the name, ex: %Smith)

Name	Licensed Educator	Start Date	End Date			
Anita Shoppe	<input type="checkbox"/>	7/1/2007	6/30/2008	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Assignments"/>
Jerry Guay	<input checked="" type="checkbox"/>	7/1/2008		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Assignments"/>

- To edit an existing person's information, click the Edit button.
  - To add or change the person's assignments, click the Assignments button
  - To add a new person, click New Personnel.
- \*\*\*Note: you should first do a search to determine if there is already a record for that person in the system.

Sites:  ☒ Show only personnel for the selected site

Search:   (To search by last name put % in front of the name, ex: %Smith)

Name	Licensed Educator	Start Date	End Date			
	<input type="checkbox"/>	7/1/2009		<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Delete"/>
Anita Shoppe	<input type="checkbox"/>	7/1/2007	6/30/2008	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Assignments"/>
Jerry Guay	<input checked="" type="checkbox"/>	7/1/2008		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Assignments"/>

- The new record is highlighted in yellow.
- Enter the name
- Check whether the person is a licensed educator
- The start date defaults to the first day of the current program year, but you can enter any date
- Click Save

Sites:  ☐ Show only personnel for the selected site

Search:   (To search by last name put % in front of the name, ex: %Smith)

Name	Licensed Educator	Start Date	End Date			
New Teacher	<input checked="" type="checkbox"/>	9/15/2009		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Assignments"/>

Site	Employment Status	Role	Start Date	End Date
<input type="text" value="Hardin"/>			7/1/2009	

- On Save, a new Assignment screen will open for the new person
- The new fields are highlighted in yellow
- Choose a site

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- Choose an employment status
- Choose a role
- Enter a start date for this assignment – the date must be the same or later than the person's start date already entered in the last step
- Click Save

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## The Site Summary page

This is the MABLE Home page. The information shown here is designed to give you an at-a-glance look at students who might need attention.

You will be able to choose which of your sites to view from the dropdown list. In most cases, there is only one site.

- Any current messages from the state director are displayed first. Check here for news about updates and changes in MABLE.
- The first group of student names shows you students with no attendance within the last 90 days. Those students should be given a separation date. You can filter the list for a different number of days if you wish. To separate a student on this list, click on the Summary button; this takes you directly to the student record.

**Students with no activity in the last  days: [Refresh](#)**

[Click for Excel spreadsheet](#) of last activity date for all students at the site.

By clicking on the above link, you can create a spreadsheet report that shows the last activity date for all active students at your site.

- The middle section displays students who are eligible to test. This includes students with more than 60 hours and no post test, those in the last 30 days of their instructional year and those whose instructional year has changed and need to be pretested.

**Grid below lists students eligible for testing.: [Click for Excel spreadsheet](#) of all students at the site.**

The spreadsheet link creates a list of all active students at the site, along with any testing status message, instructional hours and last assessment date.

- The final section shows students who have not selected a goal for this program year. It is not required for a student to select a goal; all students have a goal of educational gains. However, you might want to review the list to make sure that you haven't missed entering a goal for any student who is working toward one of the core goals. The Dept of Education is encouraging more thorough goal-setting with a plan to have all students with two core goals where appropriate.

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## Creating a student record

- Each student is entered into the MABLE database just once, but he can be enrolled at multiple sites.
- Before creating a new student record, you must determine if the student is already in the system.
- Choose Student Locator from the Student menu, and do a search by name, date of birth or SSN. If you are unsure of the spelling, check the Search for Similar Sounding Names box and the program will return various spellings. (e.g. Gardner, Gardiner, Gardener).

Summary	Student	Administration	Reports	Help	Logout
---------	---------	----------------	---------	------	--------

Last Name: <input type="text"/>	
First Name: <input type="text"/>	
<input type="checkbox"/> Search for Similar Sounding Names	
Date of Birth: <input type="text"/>	
SSN: <input type="text"/>	(Must be complete SSN, if entered)
<input type="checkbox"/> Search Only My Sites	
<input type="button" value="Search"/>	

**If the student record you are searching for is displayed:** click Enroll next to the name to create an enrollment record for the student at your site. Once the enrollment record is created, you will have access to the student's entire record.

Search Results:				
Student Name	Date of Birth	Currently Enrolled Sites		
Joe Student	11/24/1987	Anaconda, Butte	<input type="button" value="Enroll"/>	<input type="button" value="Summary"/>

\*\*\*Note that you can see in which other sites the student is currently enrolled.

**If the student record is not found:** click on Add Student.

Summary	Student	Administration	Reports	Help	Logout
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Search Results:	
No students matched your search criteria	
<input type="button" value="Add Student"/>	

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First Name:  MI: ☐ Last Name:  Maiden/Other:

Address:  City:  State:  Zip:

SSN:  ☐ SSN Waiver DOB:  Gender:  ☐ Lives in Rural Area

Phone:  Location:  Phone:  Location:

E-mail:  ☐ Student does NOT want any FERPA data disclosed

Is the student Hispanic/Latino? (Choose only 1)

☐ No, not Hispanic/Latino

☐ Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

*The above question is about ethnicity, not race. No matter what was selected above, please continue to answer the following by marking one or more boxes to indicate what the student considers his/her race to be.*

What is the student's race? (Choose 1 or more)

☐ American Indian or Alaskan Native (A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.)

☐ Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam and Laos.)

☐ Black or African American (A person having origins in any of the black racial groups of Africa.)

☐ Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

☐ White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

[Save](#)

- Enter the student's name, address, birth date, gender and other information on the **Core Data** page.
- Yellow highlighted fields are required.
- The SSN waiver checkbox is important. If a student has chosen one of the core goals, we need a signed waiver before we can do data matching to determine goal completion.
- Starting July 1, 2010, all students must answer the two-part race/ethnicity question.

\*\*\*Note: You must manually select the correct race/ethnicity for continuing students. MABLE cannot convert prior year data to the new standard.\*\*\*

- Click Save.
- This will create a record for the student, but will not enroll him in your site.

Summary	Student	Administration	Reports	Help	Logout
<b>Enrollment</b>					
Name: Incoming Student		Date of Birth: 05/05/1955	Current EFL: Not Yet Determined		
Address: here comes trouble way No way, MT 55555		Phone Number: Not Provided	Primary Area of Instruction: Primary Area Of Instruction has not been selected		
Goals: No Active Goals					
Instructional Year: No current enrollment		To:			
<a href="#">Click Here for New Enrollment</a>					

- You need to create an enrollment record for the student at your site.
- Choose Click Here for New Enrollment

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- The new enrollment record will be highlighted in yellow.
- The enrollment date defaults to today's date but you can enter any date.
- Select site name and primary instructor if applicable.
- Click Save.

As you save each page, MABLE will go to the next page. Fill in Contact and Demographics information on the appropriate pages, making sure you enter data into all yellow (required) fields. Click Save on each page before going to the next page.

The **Referral** page allows sites to track information regarding community partners and other programs in which their students might be participating.

Reasons for Referral include *Assessment Only* and *Enrollment in ABE*. Students who have come to your site for Assessment Only can be entered into MABLE but will not be included on any ABE or NRS reports.

If a student comes for Assessment Only and returns later to enroll in the program, change his reason for referral to Enrollment in ABE.

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The **Program Participation** page allows you to create a record for each federal, state or tribal program in which the student is a participant. Click Add Program and then choose a program from the dropdown list. The student might be participating in more than one program; after you save one record, click on Add Program to select the next program in which the student is participating.

Core Data	Enrollment	Demographics	Contact Info	Referral	Program Participation	Comments	Achievement
<b>Name:</b> new student <b>Address:</b> klj klj, MT 59601		<b>Date of Birth:</b> 05/15/1955 <b>Phone Number:</b> Not Provided <b>Goals:</b> Enter postsecondary education or training		<b>Current EFL:</b> <b>Primary Area of Instruction:</b> <b>Instructional Year:</b> 5/23/2010 To: 5/22/2011			
Program		Start Date	End Date				
<input type="text"/>		07/07/2010		<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>			
Even Start Foster Child Payment Fuel Assistance Homeless Housing Assistance Medical Assistance Refugee Assistance SSDI or other Disability SSI only TANF Tribal New Unemployment Benefits		6/23/2010		<input type="button" value="Edit"/>		<input type="button" value="Delete"/>	

The **Achievement** page is for displaying the student's Assessment, GED and Goal completion results. This page will be blank until the student has taken post tests, taken at least one GED test, or set a goal. If the student has signed an SSN waiver, you will be able to click the Update button on this page to see his latest GED results. If the SSN waiver box is not checked on the Core Data page, the Update button will not be visible for that student.

Core Data	Enrollment	Demographics	Contact Info	Referral	Program Participation	Comments	Achievement	Classes	Summary
<b>Name:</b> another student <b>Address:</b> :lkj :lkj, MT 55555		<b>Date of Birth:</b> 04/04/1954 <b>Phone Number:</b> Not Provided <b>Goals:</b> No Active Goals		<b>Current EFL:</b> Not Yet Determined <b>Primary Area of Instruction:</b> Primary Area Of Instruction has not been selected					
<b>Instructional Year:</b>		6/14/2010		<b>To:</b>		6/13/2011			
<b>Student Achievement:</b>									
<b>Assessment Results:</b>									
No post-tests have been completed by this student									
<b>GED Results:</b> <input type="button" value="Update"/>									
No GED tests have been taken by this student									
<b>Goal Progress:</b>									
No goals have been set for this student.									

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The **Classes** page is optional for sites to use as they find it useful. There is no reporting based on the student schedule that is entered here.

<b>Core Data</b>	<b>Enrollment</b>	<b>Demographics</b>	<b>Contact Info</b>	<b>Referral</b>	<b>Program Participation</b>	<b>Comments</b>	<b>Achievement</b>	<b>Classes</b>	<b>Summary</b>																																													
<b>Name:</b>	new student		<b>Date of Birth:</b>	05/15/1955		<b>Current EFL:</b>	ABE Beginning Basic Education Language																																															
<b>Address:</b>	klj klj, MT 59601		<b>Phone Number:</b>	Not Provided		<b>Primary Area of Instruction:</b>	Language																																															
<b>Instructional Year:</b>	5/23/2010		<b>To:</b>	5/22/2011																																																		
<div>Site: <span>Anaconda</span></div> <table><thead><tr><th>Period</th><th>Class</th><th>Notes</th></tr></thead><tbody><tr><td>0</td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>1</td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>2</td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>3</td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>4</td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>5</td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>6</td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>7</td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>8</td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>9</td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>10</td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>11</td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>12</td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>13</td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table> <div>Save</div>										Period	Class	Notes	0	<input type="text"/>	<input type="text"/>	1	<input type="text"/>	<input type="text"/>	2	<input type="text"/>	<input type="text"/>	3	<input type="text"/>	<input type="text"/>	4	<input type="text"/>	<input type="text"/>	5	<input type="text"/>	<input type="text"/>	6	<input type="text"/>	<input type="text"/>	7	<input type="text"/>	<input type="text"/>	8	<input type="text"/>	<input type="text"/>	9	<input type="text"/>	<input type="text"/>	10	<input type="text"/>	<input type="text"/>	11	<input type="text"/>	<input type="text"/>	12	<input type="text"/>	<input type="text"/>	13	<input type="text"/>	<input type="text"/>
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This page is useful if you would like to enter your attendance by Instructor. If you assign the student to classes on this page, and assign each of your classes to an instructor, you can use the Attendance by Instructor option described below.

The **Summary** page is where you can enter and view the student's attendance record, assessment history and goals. This is the only place for entering assessment or goals. Depending on how you do attendance at your site, you can enter student attendance from this page, or use one of the options listed under the Student menu. See instructions below for details on entering student data.

<b>Core Data</b>	<b>Enrollment</b>	<b>Demographics</b>	<b>Contact Info</b>	<b>Referral</b>	<b>Program Participation</b>	<b>Comments</b>	<b>Achievement</b>	<b>Classes</b>	<b>Summary</b>
<b>Name:</b>	another student		<b>Date of Birth:</b>	04/04/1954		<b>Current EFL:</b>	Not Yet Determined		
<b>Address:</b>	;lkj ;lkj, MT 55555		<b>Phone Number:</b>	Not Provided		<b>Primary Area of Instruction:</b>	Primary Area Of Instruction has not been selected		
<b>Instructional Year:</b>	6/14/2010		<b>To:</b>	6/13/2011					
<div>Student requires Locators for the new Instructional Year. The following are the missing locators: Language Math Reading</div> <div>Primary Area of Instruction: <span>Language</span> <div>Save</div></div> <div>Total hours this student: 0 Total hours this Program Year: 0 Total Hours Since Last Assessment: 0</div> <div>Attendance: <div>Add Attendance</div> <div>View Report</div></div> <div>No attendance records have been entered for this student</div> <div>Assessment: <div>Add Assessment</div> <div>Assessments &amp; PAI List</div></div> <div>No assessments have been entered for this student</div> <div><div></div> indicates that the assessment failed validation and an explanation has been provided.</div> <div>Goals: <div>Add Goal</div></div> <div>No goals have been entered for this student</div>									

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## Entering Goals

Click the Add Goal button at the bottom of the student's **Summary** page.



Program Year: 2010 Goal: (\* indicates a core goal) Goal Complete? ☐

Save Cancel

- Choose the program year
- Pick a goal from the dropdown list
- Save the record
- Current student goals will be displayed at the top of the student record right under Primary Area of Instruction.

If the chosen goal is one of the core goals, MABLE will mark the goal as complete at the end of the program year by using Data Match. For secondary goals, you will need to click on the Edit button next to the goal on the Summary page. That will take you back to this page where you can select the goal and mark it complete. There are no reports generated for secondary goal completion.

\*\*\*If a student has selected a core goal, he/she must have signed a waiver in order for the OPI to do data matching. Indicate whether the waiver has been signed on the **Core Data** page.

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## Entering Assessment

Students should be assessed within 12 hours of enrolling in a program. Assessment data must be entered into MABLE within 30 days of the occurrence.

Click the Add Assessment button on the student's **Summary** page.

SaveDeleteReturn to Summary

Sites: AnacondaAssessment Date: 06/30/2010

Assessment Type:Test Administered:

Area Tested:Difficulty:Score:

Note: You will not see any change to the PAI until you return to the Student Summary page.

Date	Test	Area - Difficulty	EFL (Score)	Test Expires	Select Test
01/12/2010	TABE 9 Survey (Pre-Test)	Reading - A	ASE High (617)	01/10/2011	Select Test
01/12/2010	TABE 9 Survey (Pre-Test)	Math - M	ABE Intermediate Low (486)	01/10/2011	Select Test
01/12/2010	TABE 9 Survey (Pre-Test)	Language - M	ABE Intermediate High (542)	01/10/2011	Select Test
01/11/2010	Locator (Pre-Test)	Reading - A	N/A	01/10/2011	Select Test
01/11/2010	Locator (Pre-Test)	Math - M	N/A	01/10/2011	Select Test
01/11/2010	Locator (Pre-Test)	Language - E	N/A	01/10/2011	Select Test

- Choose your site
- Choose the test date
- Select either Pre-Test or Post-Test
- Select the test administered: BEST Plus, Locator TABE 9 or TABE 10
- Select Area tested – for TABE only
- Select Difficulty – note, TABE test difficulty must be the same or one level higher than the Locator level
- Enter the Score – Locators have no scores
- Click Save
- You will get a message confirming the assessment was saved, or a message explaining why the assessment didn't meet validation criteria.
  - In some cases you will be able to enter an explanation for not meeting the validation criteria and then save the test.
  - In other cases, you will not be able to save the test score as entered.
  - Review the policy and make sure your data entry was correct.
- You can enter another assessment, or return to the student's Summary page

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## Entering Attendance

MABLE attendance entry screens were designed to accommodate the various methods that sites use to collect attendance. MABLE will not allow entry of attendance dates more than 30 days old, so you must keep your data entry current.

### Individual Student attendance entry

If you collect attendance by individual student, you may want to enter each student's attendance from the individual student summary page.

Click Add Attendance

The screenshot shows a web form with a light green background. At the top are three buttons: 'Save', 'Delete', and 'Return to Summary'. Below them is a blue instruction text: 'You must select an attendance date in order to see available classes/student(s) at your site.' The form contains several input fields: 'Sites:' with a dropdown menu showing 'Anaconda', 'Attendance Date:' with a text box containing '08/02/2010', 'Class:' with a dropdown menu showing '101 - Evening ind. class instr. - Ed McLaughlin', and 'Hours:' with a text box containing '3.5'. At the bottom, under the heading 'Students:', there is a checkbox labeled 'Harris, Gary' which is checked.

- Select a site
- Select a date
- Select a class
- Once you have made those selections, the student's name should appear in the Students list. MABLE confirms that he was enrolled in the selected site on the selected date and that the class was a valid class on that date.
- Enter his hours of attendance and Save
- You can enter another attendance record or Return to the student's Summary page

### Group Attendance Entry

If you collect attendance by class or by day, you might prefer to enter attendance using one of the choices from the Student menu. This can be a time-saver over entering attendance individually by student.

The screenshot shows a navigation menu with three tabs: 'Summary', 'Student', and 'Administration'. The 'Student' tab is selected, and a dropdown menu is open showing four options: 'Student Locator', 'Attendance by Class-Same Hours', 'Attendance By Instructor', and 'Attendance by Class-Different hours'. In the background, parts of other form fields are visible, including 'Sites: Heler', 'Attendance', and a date field.

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## Attendance by Class – Same Hours

If you have a class that many students attend for the same period of time, you can enter all their attendance at once.

**Save**

You must select an attendance date in order to see available classes/student(s) at your site.

Sites:

Attendance Date:

Class:  Hours:

Students:

<input type="checkbox"/> Aldrich, Taylor	<input type="checkbox"/> Harris, Gary
<input type="checkbox"/> Armstrong, Melanie	<input type="checkbox"/> Kennedy, Nicole
<input type="checkbox"/> Beaver, Anthony	<input type="checkbox"/> Leaf, John
<input type="checkbox"/> Bell, Addanarys (Adda)	<input type="checkbox"/> Martin, Brent

- Select your site name and a date
  - The names of all students who were enrolled at that site on that date will populate the page in alphabetical order.
- Select the class name – notice that the instructor name is included for your convenience.
- Enter the number of hours for the class
- Check the box in front of each student who was in attendance on that day.
- Click Save
- If this is a duplicate class or one or more students, all records except the duplicates will be saved. The duplicates will be marked with ### so you can check your records for those names.

**Save**

You must select an attendance date in order to see available classes/student(s) at your site.

There were 2 students that already have this class. They are designated with a preceding '###' These students were ignored. Attendance for the other students was saved.

Sites:

Attendance Date:

Class:  Hours:

Students:

<input type="checkbox"/> Aldrich, Taylor	<input checked="" type="checkbox"/> Harris, Gary
<input type="checkbox"/> Armstrong, Melanie	<input checked="" type="checkbox"/> Kennedy, Nicole
<input checked="" type="checkbox"/> ###Beaver, Anthony	<input checked="" type="checkbox"/> Leaf, John
<input type="checkbox"/> Bell, Addanarys (Adda)	<input checked="" type="checkbox"/> Martin, Brent
<input checked="" type="checkbox"/> ###Belle, Valerie	<input type="checkbox"/> Mason, Jeanne

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## Attendance by Instructor

This method is useful for large sites. The primary purpose is to filter the list of active students to just those students taking a particular class. Otherwise, the screen would contain hundreds of names and the task of data entry would be more tedious. If Instructors are entering their own attendance, this makes the task quicker and easier.

### Before choosing this option:

1. In order to use this option, you must have assigned instructors to each of your classes, and assigned classes to each of your students.
  - Choose Administration>Class Maintenance.
  - Click the Edit button next to a class.
  - Check the box in front of the Instructor who teaches this class (see explanation in Class Maintenance section)
  - Click Save
2. For each student, you must go to the **Class** page and select all the classes he will attend. Classes do not have to be listed in any particular order on this page.

### To enter attendance:

- choose Student>Attendance by Instructor
- Choose a site name
- Choose an instructor name
- Choose a date
- The class list will populate with all classes to which that instructor has been assigned
- Choose a class
- The Students: list will populate with all students assigned to that class
- Enter the number of hours of class
- Check the box in front of each student name who was in attendance on the given day
- Click Save

The screenshot shows a web form titled "Attendance by Instructor" with a light green background. At the top left is a blue "Save" button. Below it is a blue message: "You must select an attendance date in order to see available classes/student(s) at your site." The form contains several input fields: "Sites:" with a dropdown menu showing "Billings"; "Attendance Date:" with a text box containing "08/10/2010"; "Instructor:" with a dropdown menu showing "Norene Peterson"; "Class:" with a dropdown menu showing "LA2-1 - Language Arts - Norene Peterson"; and "Hours:" with an empty text box. Below these fields is a section labeled "Students:" containing two entries: "Alverson, James" and "Baysinger, Jeffrey", each with an unchecked checkbox to its left. A blue message below the instructor dropdown states: "If this instructor does not have students enrolled for a selected class the student list will be empty."

- MABLE will not allow you to save duplicate attendance records for a student. If a student you have selected already has attendance in that class on that day, that student's name will be marked with ### and not saved. The rest of the selected student records will be saved.

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## Attendance by Class – Different Hours

This method is useful if students come and go throughout the day, signing in and out on a class sheet. Each student who attended that day can have a different number of hours, but you can still enter all the attendance at once.

The screenshot shows a web form for entering attendance. It has a light green background. At the top, there is a 'Sites:' dropdown menu with 'Anaconda' selected. Below it is an 'Attendance Date:' text box with '08/20/2010' entered. Then, a 'Class:' dropdown menu with '101 - Evening ind. class instr. - Ed McLaughlin' selected. Below that is a student name dropdown menu with 'Aldrich, Taylor' selected, followed by an 'Hours:' text box. At the bottom left are 'Save' and 'Cancel' buttons. At the bottom right is a 'Copy to clipboard' button. Below the form fields is a box titled 'Attendance Entered This Session:' containing a list of three entries: '8/20/2010 - Martin, Brent - 1.25 hours in 101 - Evening ind. class instr. - Ed McLaughlin', '8/20/2010 - Emerick, Wesley - 4.5 hours in 101 - Evening ind. class instr. - Ed McLaughlin', and '8/20/2010 - Armstrong, Melanie - 3 hours in 101 - Evening ind. class instr. - Ed McLaughlin'.

Sites:

Attendance Date:

Class:

Hours:

Attendance Entered This Session:

8/20/2010 - Martin, Brent - 1.25 hours in 101 - Evening ind. class instr. - Ed McLaughlin
8/20/2010 - Emerick, Wesley - 4.5 hours in 101 - Evening ind. class instr. - Ed McLaughlin
8/20/2010 - Armstrong, Melanie - 3 hours in 101 - Evening ind. class instr. - Ed McLaughlin

- Choose your site name
- Choose the attendance date
- Choose a class from the Class dropdown
- Choose the name of a student from the list of active students at your site (if you start typing the last name, the name will auto-fill)
- Enter the number of hours that student attended that class on that date
- Click Save
- The record you just saved will be displayed in the box at the bottom. This helps you keep track of what you have done so far in this session, in case of interruption.
  - You cannot print this list from this page.
  - You can copy the list to a clipboard and paste it into another document if you like.
  - Once you leave this screen, this list will not save.

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## Separating Students

When a student is ready to leave the program, edit his enrollment record for your site to include his separation date and the reason for separating, if you know it. Once you separate a student, you will still be able to view his record until October of the following program year.

Students who have had no attendance for 90 days should be given a separation date. The separation date must be after the last date of attendance, but not more than 90 days after. MABLE allows you to enter a separation date that is more than 30 days old.

Students should NOT be given separation dates at the end of the program year unless they have notified you that they will not be returning, or they have had 90 days with no attendance and no further attendance is scheduled.

If a student is separated from your program and then returns to your program in less than 90 days, you should delete his last separation date and he will continue with the same instructional year schedule. MABLE will not allow you to create a new enrollment record for a student who has been gone from your program for less than 90 days.

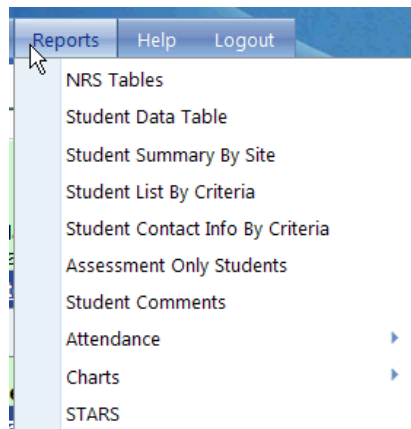
To add a separation date, go to the student's current enrollment record and click Edit/Delete.

Enrollment Date	05/21/2007	Site	Anaconda	Instructor	
Separation Date		Separation Reason			
<div>Save Delete Cancel</div>					
Enrollment Date	Site Name	Instructor	Separation Date	Separation Reason	
05/21/2007	Anaconda				Edit/Delete

- The record you are editing will be highlighted in yellow at the bottom of the page.
- In the white fields, choose his separation date and reason for separation if you know it.
- Click Save.

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## Reports Menu

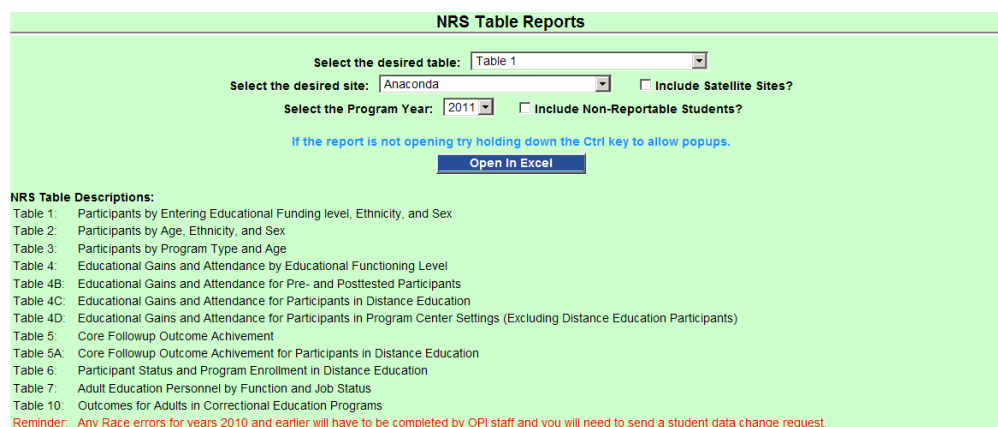


Following is a description of the menu choices and information about selecting each report. Most of the reports are available in Excel format. That means you can save the report to your computer and do whatever sorting, filtering and organizing of the data that you like. Remember that once you save the report to your computer, it is no longer current data. The default report name includes the date, so you will have a reference for when the report was created.

### NRS tables

These reports contain the data that will be rolled up to the state and reported to the feds in December.

When you select NRS Tables you will get this screen, which gives you descriptions of each of the NRS Tables, and allows you to select which table you would like to view. You can elect to see a report that includes all of your satellites, or you can view each site's data separately. You can view counts of just those students who will be reported to the NRS, or you can view all of your student results.



**NRS Table Reports**

Select the desired table: Table 1

Select the desired site: Anaconda ☐ Include Satellite Sites?

Select the Program Year: 2011 ☐ Include Non-Reportable Students?

If the report is not opening try holding down the Ctrl key to allow popups.

[Open In Excel](#)

**NRS Table Descriptions:**

- Table 1: Participants by Entering Educational Funding level, Ethnicity, and Sex
- Table 2: Participants by Age, Ethnicity, and Sex
- Table 3: Participants by Program Type and Age
- Table 4: Educational Gains and Attendance by Educational Functioning Level
- Table 4B: Educational Gains and Attendance for Pre- and Posttested Participants
- Table 4C: Educational Gains and Attendance for Participants in Distance Education
- Table 4D: Educational Gains and Attendance for Participants in Program Center Settings (Excluding Distance Education Participants)
- Table 5: Core Followup Outcome Achievement
- Table 5A: Core Followup Outcome Achievement for Participants in Distance Education
- Table 6: Participant Status and Program Enrollment in Distance Education
- Table 7: Adult Education Personnel by Function and Job Status
- Table 10: Outcomes for Adults in Correctional Education Programs

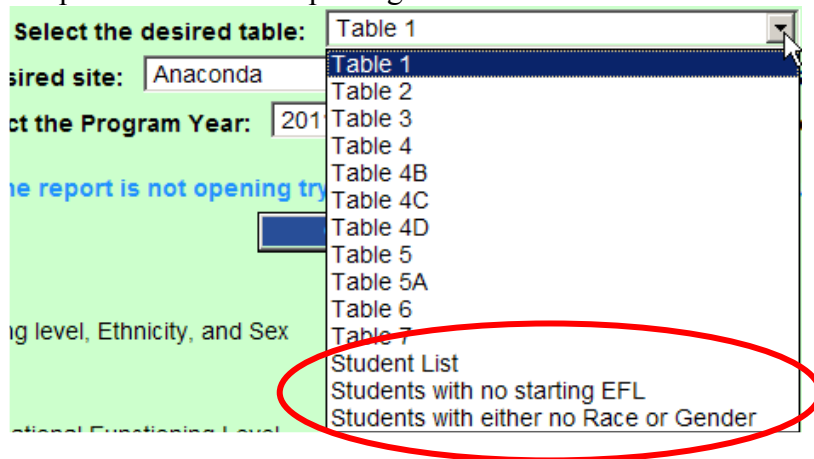
Reminder: Any Race errors for years 2010 and earlier will have to be completed by OPI staff and you will need to send a student data change request.

If you run your satellite reports separately and then compare the totals to a report that includes all satellites, the numbers might not match. A student might be counted once on each of several satellites, but only once on the complete report. Also, students who have

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fewer than 12 hours at any one satellite won't show on that report, but they will show on the complete report if their hours across all satellites add up to 12.

Also included on the list of NRS Tables are some reports that will help you ensure your data is complete before final reporting.



The Student List shows all students who will be counted for the selected year. This spreadsheet has information about each student's goals, starting EFL, goal completion and other pertinent demographic data for the NRS reporting.

Students with no starting EFL cannot be counted for NRS reporting until that is fixed. Run this list and view each student's record to see what needs to be done to correct the situation. In some cases, you can fix it yourself and in others you may need to submit a student change request. One common error is that you forgot to select a PAI for the student after pretesting. Sometimes the student is missing a pretest or a locator. If a BEST student pretested at 541 or higher, that student must be TABE tested and have a PAI selected before he/she can be counted.

Tables 1 and 2 count students by race and gender, so be sure to review Students with either no Race or Gender and make necessary corrections.

For further explanation about Tables 1-7, see your NRS guidelines.

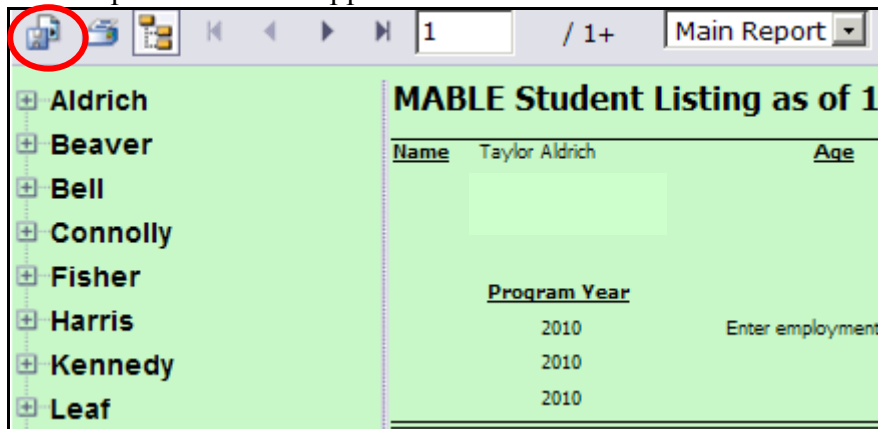
## Student Data Table

This report is a spreadsheet listing all students with attendance in the selected program year. It includes all the core, demographic, referral, contact info and program participation information. If you elect to view this report with enrollment and separation dates, you might get multiple records for each student, so the total student count will not be accurate. If you are looking for an unduplicated count of students, you might be better selecting the Student List under the NRS Tables and choose to include non-reportable students.

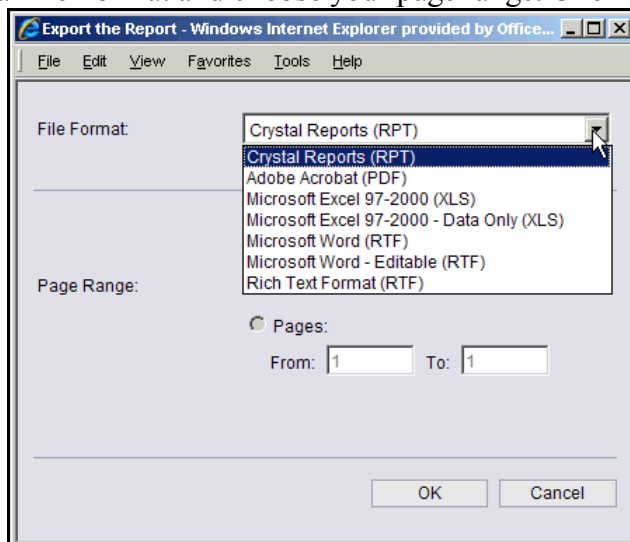
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The following reports do not open as Excel spreadsheets, but the data can be exported to PDF or Excel if you wish. In some cases, the format of the data does not fit well into a spreadsheet format.

Click on the Export icon in the upper left corner of the screen.



Select a File Format and choose your page range. Click OK.



## Student Summary by Site

This report provides a list of students, core data, enrollment dates, goals, current EFL and contact information. There is a directory on the left side of the page that you can click to move to a selected student record.

## Student List by Criteria

This report allows you to create a report based on criteria that you select. Be aware that depending on the criteria you choose, the report might not return the data you are expecting.

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## Student Contact Info by Criteria

This is another report that you can customize with the same caveat as the prior report. The data that is returned for each student includes contact information, last date of attendance and number of contact hours.

## Assessment Only Students

This report shows the students whose reason for referral is Assessment Only, and the dates and types of assessments they have taken.

## Student Comments

This is an alphabetical listing of students and comments added to their records during specified time periods. You can choose to view the report for a specific program year or narrow the list of comments to those entered between specified dates.

## Attendance – by class or by student

Both of these report options provide the same selection criteria. Choose specific dates or classes to view. The report by class will be sorted by class with all students who attended during the chosen dates listed along with contact hours.

The report by student will list students alphabetically along with the classes, dates and hours of attendance during the chosen date range.

The screenshot shows a web form titled "Attendance By Student" with a light green background. It contains four selection fields: "Select the desired site:" with a dropdown menu showing "Anaconda"; "Select the Start Date:" with a text input field; "Select the End Date:" with a text input field; and "Select Class:" with a dropdown menu showing "All Classes". At the bottom, there are two blue buttons: "Show Report" and "Show Excel Spreadsheet".

## Charts

This is a series of graphs for which you can customize some of the criteria.

A list of five chart options is displayed in a light blue box with a white border. The options are: "Program Participation Details", "Program Participation Summary", "ABE Referral Source Details", "Housing Status Details", and "Student EFL Type".

## STARS

This selection creates the export file necessary for use with the STARS reporting system created by the Billings program. For more information about using this data, contact the Billings program directly.